

California Department of Education  
**Certification of the Course Development Process**  
(Course Certification)

1. Beginning in September 2000, all new courses offered by Regional Occupational Centers and Programs are to be submitted to CDE for certification within 15 days of governing board approval. All *existing* courses must be submitted to CDE for certification by December 31, 2005.
2. CDE will review the submitted course materials to determine whether all required steps in the course development process have been completed. All courses submitted for certification shall include the following:
  - a. **ROCP-2002 form** (updated ROCP 2000) – Complete all areas of the form, have it signed by the Chief ROCP Administrative Officer and include date approved by the Governing Board (materials need to be submitted within 15 days of this date); if this is certification of an existing course, mark the appropriate box in the upper left corner of the form, include the existing State Course ID number and include the date of the most recent Governing Board approval.
  - b. **Current Course Outline** – shall include the following: course title, CBEDs title (from the 1997 CBEDs publication), CBEDs number (from the 1997 CBEDs publication), job title(s), course description (summarizing essential components of the course, instructional methodologies – cc, cve, classroom – and career pathway or cluster if applicable), total course hours, prerequisites, date written/revised, course outline (essential employability skills/career prep standards, content area skills, expected student proficiencies, and hours of instruction per unit), additional recommended/optional course-related elements (articulation, academic credit, instructional strategies, instructional materials, industry-based certification attained or other related certification)
  - c. **Current Local Advisory Committee Minutes** including membership – Advisory committee minutes shall include the following: date and time of the meeting (held within the past 12 months and preferably within the same school year), members in attendance including their full name, title and name of business, **majority** of the committee membership shall be representatives from the business/industry for which instruction is given, and document in the minutes both the need for the course and the committee's validation of the course outline.
  - d. **Local and State Labor Market Information** – either included within the advisory committee minutes or as a separate attachment
3. Within 20 working days of receipt of the course certification materials, CDE will either provide written certification of the course or notify the contact person identified on the ROCP-2002 that certification cannot be given. Such notification may be made by telephone contact and shall include identification of the missing steps in the course development process. If the

additional documentation cannot be made immediately, CDE will provide written notification of the reason(s) for not certifying the course to the ROCP Director/Superintendent.

4. The ROCP will then have 90 days to address the issues identified by CDE.
5. If issues remain unresolved after 90 calendar days from initial notification by CDE, CDE will then send a letter to the Director/Superintendent providing notification that a letter will be sent in 30 calendar days to the local Governing Board explaining why certification for the course was not provided. The letter will explain that it is the responsibility of the Governing Board to ensure that courses have been developed appropriately in accordance with current Education Code requirements.
6. Any ROCP may appeal a CDE decision related to the *Certification of the Course Development Process* to the California Department of Education Director of High School Leadership Division or their designee.